



CONSTITUTIVE ASSEMBLY OF THE AFRICAN ROAD MAINTENANCE ASSOCIATION

AFRICAN ROAD MAINTENANCE FUND ASSOCIATION

Libreville, December 15 – 18, 2003.

ASSOCIATED TECHNICAL SEMINAR

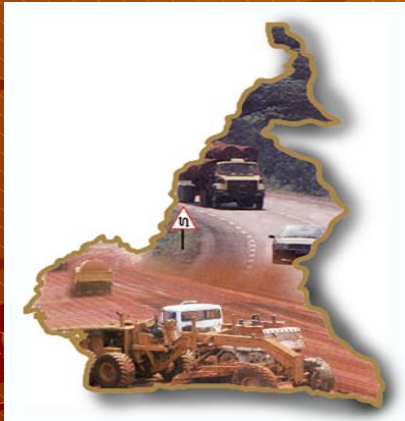
THEME 3

SUPERVISION OF WORK PROGRAMMES





**WE WORK FOR WELL-MAINTAINED ROAD,
BY RAISING MAXIMUM OF FUNDS
ALLOCATED TO ROAD MAINTENANCE, BY
RAPIDLY PAYING FOR WORK EXECUTED,
BY COMMITTING TECHNICAL AUDITS TO
INDEPENDENT AUDITORS AND BY MAKING
SURE THAT AUDITORS'
RECOMMENDATIONS ARE IMPLEMENTED.**



**ACCORDINGLY, THE ROAD FUND
PERSONNEL SHOULD DEVELOP LOYALTY,
INTEGRITY, RECEPTIVITY AND ABOVE ALL
RIGOUR QUALITIES (L.I.R.R.).**

CAMEROON'S ROAD FUND

✦ **Public Administrative Corporation**

Under the administrative supervision of the Finance Ministry

✦ **Institutional framework for the Establishment of the Road Fund :**

- The law n° 96/07 of April 8, 1996, protecting the National Road Patrimony in Cameroon
- The law n° 98/011 of July 11, 1998, amending and completing some provisions of law n° 96/07 of April 8, 1996
- Decree n° 98/162 of August 26, 1998, setting the procedures for the Road Fund operations

ELIGIBLE SERVICES

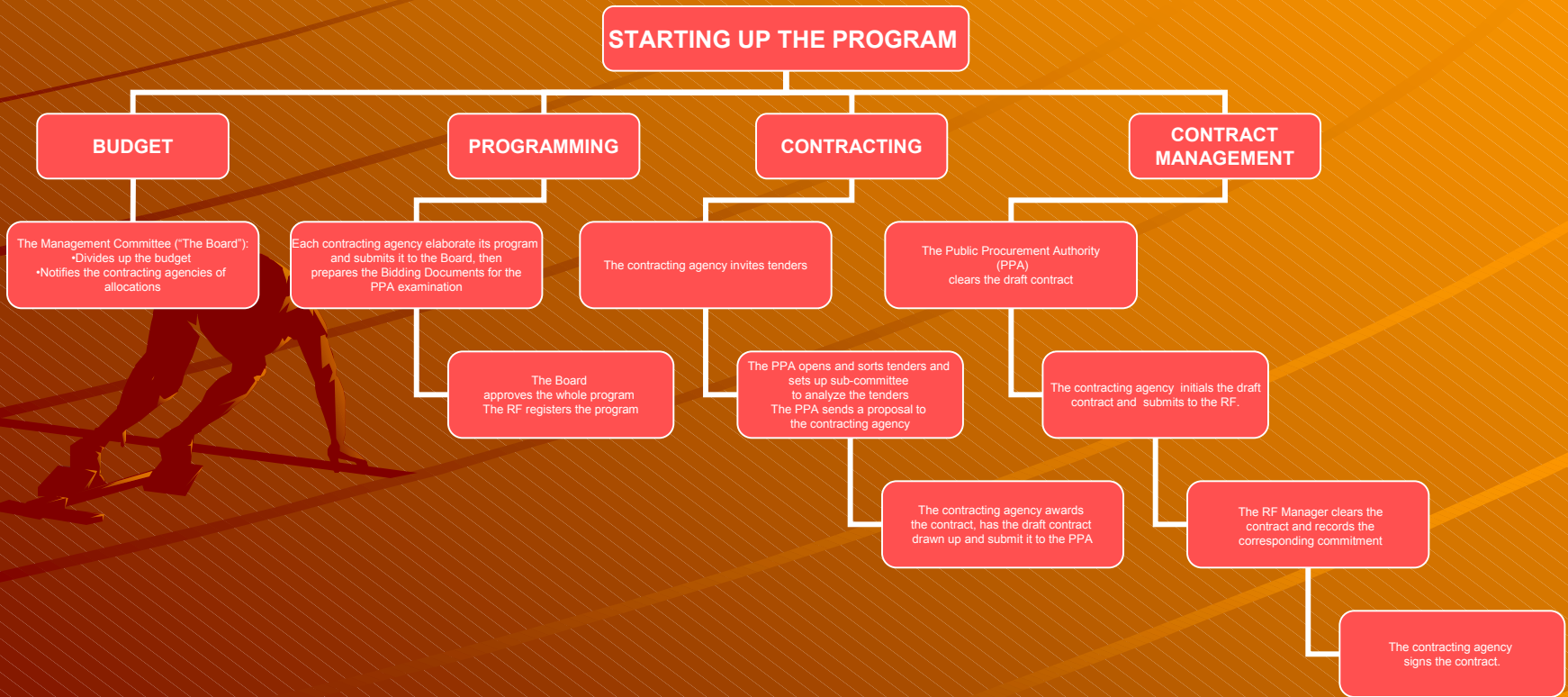
The Road Fund resource are exclusively earmarked for the payments of following services :

Maintenance of the priority listed Trunk Network	TNM	Mini 65%
Maintenance of priority Urban Roads	URM	Maxi 10%
Maintenance and equipment of priority Rural Roads	RRM	Maxi 12%
Geotechnic Studies, road Design and work Supervision	SDS	Maxi 7%
Road Safety	RS	Maxi 1.5%
Current maintenance of fixed and mobile equipments for Protection of Public Property	PPP	Maxi 1%
Road Fund Operating expenses	RFO	Maxi 2.5%
Financial, Accounting and Technical Audit services	FATA	Maxi 1%

THE CONTRACTING AGENCIES

TNM	- Ministry of Public Works
URM	- Ministry of the City - Ministry of Town Planning and Housing
RRM	- Ministry of Public Works
SDS	- Ministry of Public Works - Ministry of the City - Ministry of Town Planning and Housing
RS	- Ministry of Transport
PPP	- Ministry of Public Works
RFO	- Road Fund Manager
FATA	- Road Fund Manager

THE CAMPAIGN CYCLE



STARTING UP THE PROGRAM

1- Budget:

The budget is voted through the Finance Act of the fiscal year
The Board notifies to the contracting agencies the available amount for the fiscal year

2- Programming:

a) Each contracting agency elaborates its program

b) The agency submits its program to the Board

c) The Board approves the program which is recorded by the Road Fund

d) The agency prepares the bidding documents and submit them to the Public Procurement Authority (PPA) for examination

3- Contracting:

- a) The Public Procurement Authority (PPA) examines and approves the draft bidding documents;
- b) The contracting agency invites tenders;
- c) The PPA opens the tenders and sets up sub-committee to analyze the tenders;
- d) The PPA examines and approves the tenders analysis reports;
- e) The PPA sends a awarding proposal to the contracting agency;
- f) The contracting agency awards the contract, has the draft contract drawn up and submit it to the PPA;

4- Contract Management:

- a) The PPA examines and approves the draft contract;
- b) The contracting agency initials the draft contract;
- c) The Road Fund makes sure that the draft contract is in line with the approved program and RF the Manager issues clearance;
- d) the Road Fund records the corresponding commitment;
- e) The contracting agency signs the contract and notifies the contractor.

SUPERVISION OF WORKS PROGRAMMES

The works are awarded to private contractors by tender.

The monitoring and supervision are entrusted with private engineering firms.

The overall coordination is assigned to the relevant technical unit of the Contracting Agency. The notion of project team was adopted so that all those involved might have the same information.

In order for the providers to be paid rapidly (20 days at a maximum) the number of clearances on the payment requests was reduced.

At the beginning of the works, the project team makes a field visit, so as to constat all alterations to be made at the time of the elaboration of the execution project.

SUPERVISION OF PROGRAMS AT THE ROAD FUND LEVEL


This supervision is carried out by the Technical Department of the Road Fund. The various stages are as follows :

A – DESK WORK

Before the arrival of bill statements:

- 1-** Registration of each Contracting Agency's Program;
- 2-** Verification of the compliance of the road sections between the draft contracts and the program approved by the Board;
- 3-** Creation of a new file at the Road Fund.

COMMITMENTS TABLE



Commitment Date	Bid Package	Road	Section	Length	Amount as prog'd	Award	Contract Amount	Time limit	Contract #

Upon receipt of the first bill statement:

4- Verification of the administrative file:

- a) Contract signed and registered;
- b) Insurances;
- c) Guarantee;
- d) Service orders and their due notification to the contractor.



Administrative file verification report

Contract #:

Award's name:

Bill Statement #:

Contract / Award's Information

Contract signed on

Contract registered on

Amendment signed on

Amendment registered on

Service order ated

SO notified on

(to start the work)

Advance? Y/N

Retention Money? Y/N

Bank Guarantee?

Deposit Check?

Insurances...

RCCE ...

TRC ...

UPON RECEIPT OF BILL STATEMENTS

A payment request includes: a detailed work report, a daily work-and-expense statement, the bill statement (stamped original + at least four copies).

5- The bill statement verification mean first: to check the consistency of these pieces and their compatibility with the elements from previous payments.

6- And then arithmetical verification is made before the bill statement is sent for payment.

If these requirements are not fulfilled the bill statement is rejected with explanatory letter within 3 days.

Bill Statement Verification Report

✦ Miscellaneous deductions

✦ Start Advance Reimbursement Retention Money AIR PDR

✦ General comments

✦ *Cleared for payment*

✦ *Documents to be completed*

✦ 1. OK, on

✦ 2. OK, on

✦ 3. OK, on

✦ 4. OK, on

✦ *Error (s) on work statement*

✦ 1. OK, on

✦ 2. OK, on

✦ 3. OK, on

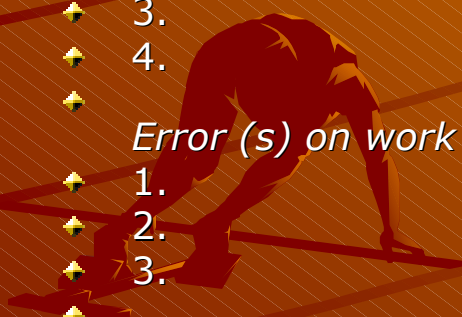
✦ *Error (s) on bill statement*

✦ 1. OK, on

✦ 2. OK, on

✦ 3. OK, on

✦ *Remark (s)*



B – FIELD WORK

Given that the Fund Road is understaffed, the daily supervision is carried out by the supervising firms in the field. However it happens that the Road Fund goes to the field unexpectedly to make sure of the effectiveness of the work achieved.

The aim of the field visit is to check the length realized the existence and the proper operation of structures and drainage systems, the pavement condition and the road driveability.

The Road Fund may also participate in the official work acceptance, specially when the contract execution proved laborious.